

# Advising and Risk Management (ARM) – Student Guide

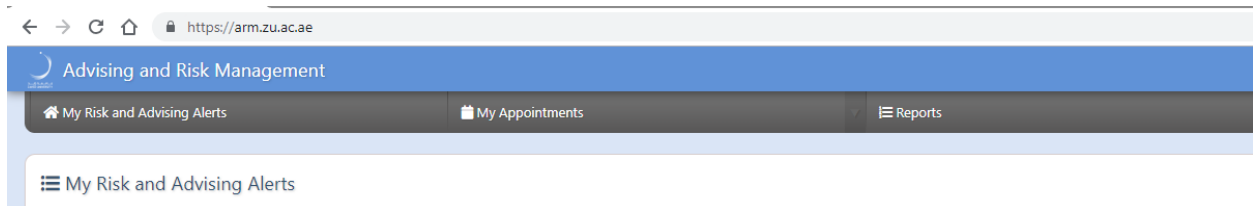
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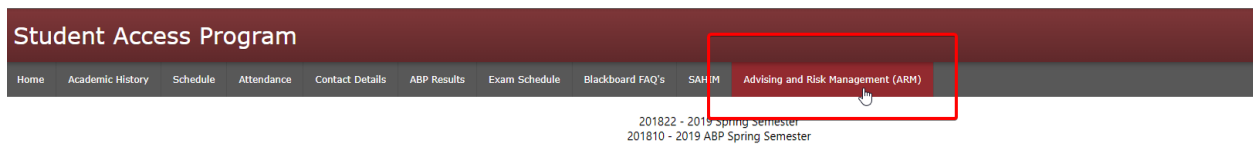
# Getting Started

The Advising and Risk Management application can be accessed in different ways:

1. Direct URL – the website address is <https://arm.zu.ac.ae> accessible on and off-campus.



2. SAP - This link will also be available in Student Access Program (SAP).

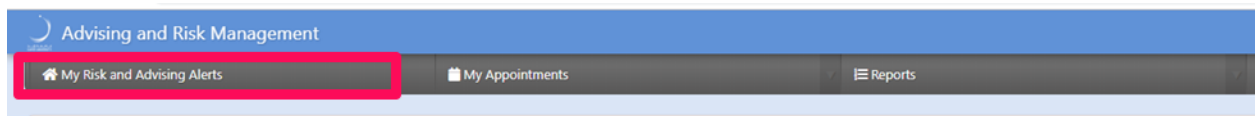


## My Risk and Advising Alerts

This section shows the list of alerts generated by the ARM application that indicates that you may be at-risk in your course and may require special attention by your advisors in order to help you achieve your academic goals.

To view your list of alerts:

1. Please click on My Risk and Advising Alerts menu.



2. In the search filter, please choose the term and other information, and then click GO.

**My Risk and Advising Alerts**

Below is the list of risk and advising alerts assigned to you.

Term: 201822 - 2019 Spring Semester    Alert: Any    Student ID:    Alert No:    Status: Pending    GO

Number of records shown: 633    Show 50 entries    Export to Excel    Quick search:

Alert: Any  
 Course Level: Attendance Failure 15%  
 Course Level: Attendance Final Warning 10%  
 Course Level: Attendance Warning 5%  
 Course Level: Blackboard Assessments Grade below B  
 Course Level: Blackboard Gradebook Incomplete Setup  
 Program Level: CGPA Below 2 and Projected GPA below B  
 Program Level: CGPA is Above 2.5 and Registered Courses below 5  
 Program Level: CGPA is Below 2.5 and Registered Courses below 4  
 Program Level: Previous CGPA Above 3 and Projected GPA below B

Date Created	Alert No.	Student Name	Student College	Course	Course College	Academic Standing	Form	Status
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3. In the search result list, please click on the Details button for more information.

**My Risk and Advising Alerts**

Below is the list of risk and advising alerts assigned to you.

Term: 201822 - 2019 Spring Semester    Alert: Any    Alert No:    Status: Pending    GO

Number of records shown: 7    Show 50 entries    Export to Excel    Quick search:

Date Created	Alert No.	Alert	Value	Student College	Course	Course College	Academic Standing	Assigned To	Form	Status	Details
Mar 20, 2019 04:31 AM	P-SPRING2019-39719	Program Level: Previous CGPA Above 3 and Projected GPA below B		CA			Good Standing		Advisor Report Form	Pending	Details
Mar 20, 2019 04:24 AM	P-SPRING2019-39686	Course Level: Blackboard Assessments Grade below B		CA	AID-279-502 (24031)	CA	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 09:32 PM	P-SPRING2019-25941	Course Level: Blackboard Assessments Grade below B		CA	ARA-370-504 (24615)	ED	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 09:32 PM	P-SPRING2019-25940	Course Level: Blackboard Assessments Grade below B		CA	ART-251-503 (24049)	CA	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 08:56 PM	C-SPRING2019-774	Course Level: Attendance Final Warning 10%		CA	AID-287-501 (23750)	CA	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 08:56 PM	C-SPRING2019-760	Course Level: Attendance Final Warning 10%		CA	AID-279-502 (24031)	CA	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 08:56 PM	C-SPRING2019-1318	Course Level: Attendance Final Warning 10%		CA	ART-251-503 (24049)	CA	Good Standing		Advisor Report Form	Pending	Details

## How to book an appointment

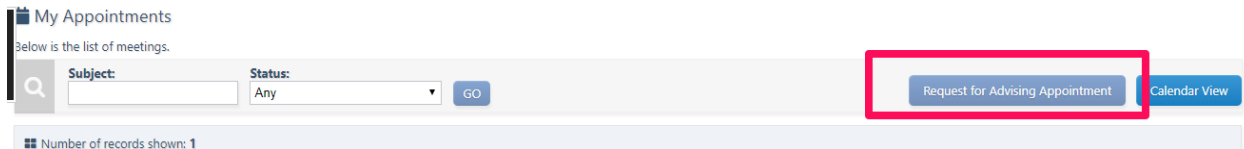
You can book an appointment with your Advisor.

## Request for Advising Appointment

1. Please click on My Appointments - Appointments



2. In the appointments list, click Request for Advising Appointment to request.



3. Please choose your advisor and fill in the other appointment details. You can choose the available meeting location or leave it blank. Once done, please click the Send Appointment Request button.

Advisor:  Contacted via: **Online Initiated By Student**

Student:

Appointment Date:  Start Time:  End Time:

Subject:

Location:

Description:

Status: **Pending Advisor Confirmation**

4. Once submitted, an email will be sent to your Advisor to confirm and provide the location.

## Confirming or Changing Appointments


If your Advisor initiated the appointment request, you will receive an email notification to confirm or change the requested appointment.

1. Please go to My Appointments – Appointments or click on the link provided in the email.
2. In the Appointment list, click the Details button.
3. Click Confirm Appointment or Change Date/Time button.

### Appointment - Advising

Advisor:	Contacted via: <b>Online Initiated by Advisor</b>	
Student:		
Appointment Date: <b>April 10, 2019</b>	Start Time: <b>08:15:00</b>	End Time: <b>08:45:00</b>
Subject: <b>TEST</b>		
Location: <b>TEST</b>		
Description: <b>TEST</b>		
Status: <b>Pending Student Confirmation</b>		
<a href="#">Confirm Appointment</a>	<a href="#">Change Date and Time</a>	

4. Once meeting has been confirmed, both advisor and the student will receive an email notification with the ICS file that can be imported into the Outlook calendar.

 21\_ee32996b-c1e0-46d8-bddd-c25602c7277b.ics  
650 bytes

**Can be imported into the Outlook Calendar**

Hi'

Your appointment is **confirmed**.

**Subject: Test Appointment**  
**Event Date: March 03, 2019**  
**Event Time: 09:30:00 - 11:00:00**  
**Location: Cafeteria**  
**Campus: AUH**  
**Description: Test**

**Note: Open the attached ICS file to save the event in your calendar.**

*This is a system-generated email alert.*

## Cancelling an Appointment

1. Please go to My Appointments – Appointments List
2. Click the details button of the Confirmed Appointment or your requested appointment.
3. Please click on the Cancel button.
4. An email will be sent to the advisor and the student that the meeting has been canceled.